

APPRENTICESHIP AND TRAINING REPRESENTATIVE  
GS-0243-11

## I. INTRODUCTION

This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA). ETA provides Federal grants and technical assistance to State and local levels who provide workforce development services to various adult and youth populations. The advanced developmental position requires the performance of work primarily concerned with (a) the promotion of apprenticeship and other on-the-job training programs and standards to meet the needs for a skilled workforce in industry, and (b) providing technical advice and assistance on methods for improving and obtaining more effective utilization of worker skills on the job.

## II. MAJOR DUTIES AND RESPONSIBILITIES

Promotes and improves a variety of apprenticeship and closely related on-the-job training programs. Provides technical advice and assistance to employers and union representatives (either singly or jointly) on the effective maintenance and improvement of existing training programs, and on the better utilization of workers where manpower and production problems relating to training exist. Identifies, analyzes, and prepares plant training analysis reports and recommendations (*e.g.*, for further on-the-job training) for consideration by management and labor. Occasionally advises, to a limited degree, various civic and other community groups representing business, labor, education and government, or area technical committees, regarding kinds and types of industrial training needed and possible, to meet the particular training problem with which they may be concerned; and provides technical assistance to prospective program sponsors in developing the training program(s).

Engages in public relations activities, primarily by serving as guest speakers at various appropriate occasions, to explain apprenticeship and related training programs. May engage in promotional, developmental, and advisory activities in connection with other special industrial training programs not closely related to apprenticeship, such as on-the-job training or retraining programs which involve the expenditure of Federal funds.

Provides authoritative advice to management and labor on the regulatory provisions of the apprenticeship or related training programs under consideration. Resolves differences in training issues between labor and management and secures satisfactory acceptance by both of a program which will be in accordance with established standards. In the case of programs involving Federal financing, participates with other government organizations concerned, in reviewing proposals for training projects, and recommends final approval at the local level.

Conducts compliance reviews of registered national program sponsors to ensure compliance with 29 C.F.R., Part 30 – Equal Employment Opportunity in Apprenticeship, and prepares Compliance

## Review Report.

## III. FACTOR LEVELS

## Factor 1 - Knowledge Required by the Position

FL 1-7

1250 pts.

Broad knowledge of industrial training practices; detailed knowledge of the principles and practices of apprenticeship programs, journeyworker training programs, and other on-the-job training methods and programs; and good knowledge of the types of supplemental related technical instruction. Knowledge of the principles, techniques, and methods applicable to the promotion and development of new apprenticeship and closely related on-the-job training programs (such as training of journeymen and supervisors of apprentices) for a wide variety of occupations and different kinds of companies. Ability to analyze industrial work operations and processes in order to identify the industrial training problems involved and to advise on solutions. Ability to develop and carry out promotional campaigns with selected industries and/or occupations to expand apprenticeship.

Familiarity with the techniques and skills involved in the practice of the more common apprenticeable trades; the industrial practices and operations and the general content of occupations across broad industry lines; and the basic trade classifications and apprenticeable occupations. Knowledge of the apprenticeship and training objectives and requirements sufficient to extend, adapt, and apply new techniques and methods to solve problems and improve effectiveness. Current awareness of changes in industrial technology which may affect skill needs in the respective areas as a result of changes in equipment, materials and processes. A good understanding of the relationships among management, labor, educational institutions, and government and community organizations, in the development and implementation of industrial training programs.

Skill and ability in oral, written, and computer communications in order to: plan promotional and advisory activities with employers and union representatives; meet and deal effectively with people of divergent interests at the various levels representative of management and labor and other community organizations; speak effectively on industrial training programs in conferences and before various settings such as schools (career day occasions), meetings of local employer and management organizations, labor unions, civic groups, educational groups; respond to inquiries; present recommendations; and prepare reports.

## Factor 2 - Supervisory Controls

FL 2-4

450 pts.

The incumbent functions under general supervision, with responsibility for planning and carrying out work activities independently, following general policy and procedural guides. The supervisor or a senior field representative only occasionally accompanies the incumbent on calls to employers and union representatives, but generally accompanies him/her on calls in connection with advising community or area development committees. The incumbent keeps the supervisor informed of work activities through

regular reports, consulting as needed, obtaining advice and technical guidance on very difficult or unusual problems. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

### Factor 3 - Guidelines

FL 3-3

275 pts.

Guidelines consist of standard Federal regulations, organizational policies, and directives. Guidance on policies and administrative procedures is also generally obtained from the supervisor in connection with new training programs involving expenditure of Federal funds; and close supervisory review is given to such project proposals, after processing and recommendation for approval by the incumbent.

### Factor 4 - Complexity

FL 4-4

225 pts.

The work involves providing continuing coverage of an assigned area, usually on a geographic basis (although sometimes on a trade or industry basis), typically consisting of a number of counties or a segment of a large metropolitan area, in which the diversity of industry is sufficient to require a normal distribution of skilled craftworkers in most or all apprenticeable trades, with few or no other industrial occupations involved. There is relatively little or no heavy concentration of industry which would require large numbers of skilled workers; there are small and medium-sized plants, as well as several large plants, a significant proportion of which are employee-organized, many with two or more union organizations representing workers in different trades. A variety of workforce development problems exist in the incumbent's area of responsibility, or in a significant part of it (*e.g.*, a growing need to replace skilled workers removed from the core labor force through retirement and death, or a critical need for training apprentices in order to meet a particular workforce need in individual situations). The incumbent's promotion of apprenticeship and related training is complicated to some extent by special problems among some of the smaller companies (*e.g.*, apathy or resistance to training or to the registration of apprentice training programs).

### Factor 5 - Scope and Effect

FL 5-3

150 pts.

The major work emphasis is on the promotion and development of new apprenticeship and closely related on-the-job training programs (such as training of journeymen and supervisors of apprentices) for a wide variety of trades and different kinds of companies. The programs promoted, developed, monitored, or evaluated impact the conduct, direction, and success of efforts important to obtaining more effective utilization of worker skills on the job.

### Factors 6/7 Personal Contacts/Purpose of Contacts

Level 3.b.

110 pts.

Contacts are with employees, supervisors, and managers throughout the organization. Outside contacts include frequent work with union representatives, employer associations, and joint labor-management committees; also included are contacts with various local community groups, and may include some

areawide and state-level organizations. Contacts are for the purpose of assuring that the industrial workforce and training needs of the area are met, to the extent possible, through apprenticeship and related on-the-job training programs. There may be some degree of controversy involved in the process of influencing others to accept ideas.

Factor 8 - Physical Demands

FL 8-1

5 pts.

The work is primarily sedentary; however, some walking and standing is required.

Factor 9 - Work Environment

FL 9-1

5 pts.

Work is generally performed in an office and on-site setting, conference or training room. Occasional travel by any means of government or public transportation may be required.

TOTAL = 2470 pts.

#### IV. UNIQUE POSITION REQUIREMENTS